

MOHAMMED AFSAL C.K

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Abu Dhabi, U.A.E



Admin Executive cum Driver

4+ Years experience of administrative cum drive. A dedicated and focused professional who excels at prioritizing, completing multi-tasks simultaneously, and following through to achieve project goals. Seeking a role to increase responsibility and authority.

ACADEMIC QUALIFICATION

Bachelor Degree (B.COM)
Calicut University, India

Plus Two (Commerce)
Calicut University, India

SKILLS AND KNOWLEDGE

- Administration
 - MS Office
 - Coordination Skill
 - Communication Skill
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EMPLOYMENT

Blue Line Transportation LLC – Abu Dhabi

Admin Officer cum Driver – February 2023 to Current

- Handle general administrative tasks such as answering phone calls, responding to emails, and managing correspondence.
- Safely and responsibly performing all official travel using official vehicles
- Ensuring the roadworthiness of vehicles through maintenance, servicing, cleanliness, and safety of the official vehicles
- Coordinate and schedule meetings, appointments, and travel arrangements for senior executives and staff members
- Undertaking administrative tasks related to the role, including the documentation of motor vehicle related transportation, driving and fleet management related matters.
- Provides safe, punctual, flexible, and reliable passenger transportation in an official vehicle.
- Prepare reports, presentations, and other documentation for meetings and presentations.
- Document filing and Submission.

CCME LLC / MEPCO General Trading LLC, Abu Dhabi - UAE

Admin Assistant with Driver - January 2021 to December 2022

- Organize office and assist.
- Document filing and submission.
- Invoice submission, Cheque Collection
- Cash/Cheque Depositing & other Bank works
- Organizing and coordinating the workers
- Arranging Deliveries to customers
- Office purchase and other administrative needs

A.M. Motors

Sales Executive from August 2018 to April 2019

- Communicating with customers via email, telephone, and in person.
- Suggesting suitable vehicles based on customer needs.
- Arranging test-drives and accompanying customers on these tests.
- Negotiating the final price for the sale.
- Helping to increase the customer database and prospecting potential sales.

Languages Known

English

Hindi

Malayalam

Personal Details

Nationality : Indian

DOB :10/06/1996

Marital Status : Married

Pass Port No. : P8025341

Driving License : UAE Valid License

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